

VIRGINIA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Division of Marketing - Food Distribution Program
SCHOOL AGREEMENT
FY Ending JUNE 30, 2005

In order to effectuate the purpose of the Food Distribution Program and to carry out the terms and conditions of an agreement made between the United States Department of Agriculture (USDA) and the Virginia Department of Agriculture and Consumer Services (VDACS), Food Distribution Program, or State Distributing Agency, referred to hereinafter as the State Agency, this agreement is entered into by the State Agency, and;

_____ hereinafter referred to as the Recipient Agency.

Mailing Address: _____

Administrator/Superintendent: _____ Tel No.: _____

Contact Person: _____ Tel No.: _____

Electronic (e-Mail) address: _____

Title: _____ Fax No.: _____

Federal Identification Number (FIN) or tax exempt number: _____

Number of schools/sites where USDA foods are prepared: _____

Number of schools/sites where USDA foods are served (or distributed): _____

Average Daily Participation (ADP) or Caseload Served: _____

Is a food service management company used? **YES / NO** If so, submit a copy of the food service management contract to the State Agency for review with this agreement. Refer to the paragraph entitled Employment of Food Service Companies on the last page of this agreement.

WITNESSETH: That, in consideration of the stipulations and agreements herein contained, the parties hereto agree as follows:

THE STATE AGENCY AGREES THAT:

1. ALLOCATION OF COMMODITIES

It will allocate donated foods to the Recipient Agency if and when they are made available by the United States Department of Agriculture (USDA). Donated foods will be allocated according to quantities offered to the State Agency with consideration being given to Recipient Agency's fair share, requests, refusals and inventories.

2. PROGRAM MATERIAL

It will provide the Recipient Agency with information and instructions needed to operate the program.

3. AUDIT, INSPECT, AND REVIEW

It will audit, inspect and review records, storage, utilization and operation of the Recipient Agency at reasonable times. It will provide a year end summary of the quantities/value of USDA foods allocated (federal financial assistance) and reconcile records with the Recipient Agency.

4. STATE OFFICE PERSONNEL

It will maintain a State Agency office administrative staff to assist the Recipient Agency with USDA food utilization, storage, record keeping, transfers, investigations, complaints, product holds/recalls and applicable processing options for USDA commodities.

THE RECIPIENT AGENCY AGREES THAT:

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1. PROPER AUTHORITY

It will supervise the storage, distribution, and utilization of all donated foods received in such manner as will insure compliance with the terms and conditions hereinafter set forth and any additional instructions provided by the State Agency. The Recipient Agency will request food quantities which can be consumed without waste.

2. PERSONNEL

It will assume full responsibility for the total operation of the program and will appoint personnel who will make necessary required reports and supervise the program. Changes in key personnel, such as the Superintendent, Administrator, or Food Service Director, must be reported to the State Agency at the time of the personnel change.

3. RECORDS AND REPORTS

Accurate records will be maintained by the Recipient Agency for a period of not less than three years following the close of the fiscal year to which they pertain. These records will contain information pertaining to all transactions relating to the receipt, storage, distribution, use and disposal of donated foods. The Recipient Agency will submit inventory reports and other reports covering operations as required by the State Agency. Recipient Agency will be familiar with the Agency Handbook of instructions published by the State Agency.

4. RIGHT OF INSPECTION & AUDIT

Representatives of the State Agency, USDA, and other authorized personnel may audit, review, and inspect donated foods, facilities, records, and procedures and methods used in carrying out the requirements of this program at any reasonable time and place.

5. CIVIL RIGHTS COMPLIANCE

It will comply with all requirements imposed by or pursuant to the Civil Rights Act of 1964; Title IX of the Education Act of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Americans with Disabilities Act of 1994; all provisions required by implementing regulations of USDA; Department of Justice Enforcement guidelines and USDA directives and guidelines. Compliance will be consistent with the objective that no person in the United States will, on the ground of race, color, national origin, age, sex, or handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity of Recipient Agency to which assistance is provided by the USDA. Admission policies are understood and agreed by Recipient Agency to be a part of such programs and activities. Recipient Agency agrees to be obligated by this assurance as long as it receives assistance hereunder or retains possession of any assistance provided by the USDA or the State Agency. Should Recipient Agency fail to comply with this assurance, the United States or the State Agency will have the right to seek its enforcement by judicial or any other means authorized by law. Federal food assistance is extended under this agreement in reliance on the representations made herein.

5. COMPLAINTS

Recipient Agency personnel will investigate promptly complaints received in connection with the receipt, storage, utilization, and distribution of donated foods, correct any irregularities and promptly report each instance to the State Agency. Recipient Agency will maintain on file evidence of such investigation and actions. The State Agency and the USDA reserve the right to investigate and will have the final determination as to when a complaint has been properly adjusted.

7. USE OF DONATED FOODS

Donated foods received from the State Agency will be used solely for the benefit of the intended persons in or served by the Recipient Agency. Normal food expenditure will not be reduced because of the receipt of donated foods.

The Recipient Agency will assure that donated foods will not be used as a means for furthering political interest of any individual or party, and that there will be no discrimination in the distribution and use of donated foods. USDA donated foods will not be sold, exchanged, or traded. USDA donated foods transferred or otherwise disposed of will be documented in accordance with good inventory management/control practices.

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To ensure that the value of USDA Donated Foods allocated to the Recipient Agency for use in its eligible feeding program benefits the intended recipients, the following conditions must be met if the Recipient Agency or its Agent uses its facilities to prepare meals for another party not authorized to receive USDA foods and by virtue of common preparation of meals, USDA foods are used in these outside meals:

- a. The price charged to the other party will be sufficient to cover the average value of USDA foods that are used in these meals.
- b. Revenue received by Recipient Agency will be deposited in the Recipient Agency's Food Service Account.
- c. Sufficient quantities of commercial foods in like kind will be purchased to replace the donated foods so used.

3. STORAGE

The Recipient Agency will provide storage facilities which insure USDA donated foods are stored at proper temperatures, under sanitary conditions which are free from rodent, bird, insect, or other animal infestation, in well ventilated areas safeguarded against theft, spoilage and other losses, stored on pallets, shelves, or racks, and organized to provide access to foods. Donated foods will be rotated using the oldest first. Temperatures of freezers and coolers will be checked no less than three times each week, and records of such checks maintained. Storage facilities will be maintained to insure the above requirements are met. An annual review will be conducted by the Recipient Agency of all central storage facilities, including leased facilities, to insure compliance with the above requirements. Records of such reviews, including deficiencies noted and corrective actions taken, must be maintained as specified under the Records and Reports Section.

9. STORAGE AND TRANSPORTATION COSTS

The Recipient Agency will be responsible for the cost of storing and transporting donated foods allocated by the State Agency.

10. IMPROPER DISTRIBUTION, LOSS, OR DAMAGED FOODS

USDA foods become the property of the Recipient Agency upon receipt. If there is an improper distribution, use, loss, or damage to donated foods through the Recipient Agency's failure to provide proper storage, care, or handling, including lack of required records to demonstrate proper use or distribution, a claim determination will be made by the State Agency. The school Recipient Agency can dispose of damaged donated foods as necessary.

When a claim arises in favor of the Recipient Agency against a warehouseman, distributor, or other person for the loss or damage to USDA donated foods, it is the Recipient Agency's responsibility to take all action necessary to obtain restitution. Any payment received will be used to replace the donated foods lost or paid to the State Agency. Losses or damage to USDA foods attributed to a distributor under state contract will be pursued by the State Agency on behalf of the recipient agencies involved. Any restitution will be prorated to benefit the recipient agencies that incurred the losses.

11. TRANSFER OF FOODS

Any Recipient Agency that cannot properly utilize USDA donated foods allocated to it may request that the State Agency transfer the foods to another agency. Transfer of donated foods from a school district to a non-school recipient agency will be made only with authorization (transfer order) by the State Agency.

The Recipient Agency agrees to release any or all donated foods to the State Agency in case of a state of emergency of any kind declared by the Governor of Virginia or Federal Authorities or when foods are not being properly utilized. The Recipient Agency agrees to abide by USDA's commodity hold/recall procedures from the State Agency.

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12. PROCESSING OF DONATED FOODS

No donated foods will be processed outside the Recipient Agency's premises by converting them into different end products or repackaging them except under written contracts entered into by USDA, the State Agency, or Recipient Agency. Recipient Agency must secure advance written approval by the State Agency of any local agency contract it wishes to enter. Recipient Agency will not release donated foods for any processing without written verification from the State Agency that a contract has been approved with that specific processor. By virtue of this agreement, Recipient Agency may become a party to processing agreements signed between the State Agency and commercial processors.

13. EMPLOYMENT OF FOOD SERVICE COMPANIES

The Recipient Agency will not employ the services of a Food Service Management Company unless the contract with such a company is approved by the State Agency before the date service begins. Such contracts will not be for more than one year, but may be extended for four additional one year periods. A copy of any food service management contract in effect must be submitted to the State Agency with renewal of this agreement.

14. COMPLIANCE WITH SINGLE AUDIT ACT REQUIREMENTS

Recipient Agency non-profit institutions will obtain an audit in accordance with OMB Circular A-133 when total federal financial assistance including, but not limited to, USDA foods expended exceeds \$300,000 per year. This includes Recipient Agencies under Virginia local governments. City, County or State Agency audits must include all Recipient Agencies under their cognizance to determine if total federal financial assistance expended meets the \$300,000 threshold. A copy of any audit reports required because of the expended value of USDA donated foods will be provided to the State Agency.

AMENDMENT OR TERMINATION OF THIS AGREEMENT

The State Agency reserves the right at any time to modify or amend this Agreement. It will give the Recipient Agency written notice of any modification of, or amendment to this Agreement and reasonable opportunity to conform its operations to any amendments. This Agreement will become effective on the date both parties sign below. Either party hereto may, by giving at least 30 days written notice, terminate this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates noted below:

RECIPIENT AGENCY

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Print Name and Title
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Print Name and Title

Signature of School Superintendent or
Agency Administrator

Date _____

Date _____